

# HUMAN RESOURCES

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Director



The Human Resources Department consists of six divisions.

Administration provides research and support for citywide programs and cooperative inter-department projects, interprets rules, explains HR policy and supports the Civil Service Commission.

The Classification and Compensation area prepares and maintains job class specifications, surveys relevant labor markets for competitiveness, designs and proposes pay schedules and determines FLSA designation area.

The Recruitment, Examination and Certification team advertises job openings, evaluates applications, administers examinations, creates eligible lists and sends referrals to coordinate hiring for all City jobs.

Organizational Development provides citywide training, administers special programs and coordinates progressive discipline procedures.

HRIS and the Payroll Sections work closely together maintaining the PeopleSoft HR and Kronos Time Keeping Systems, providing quality control and data input and managing the processing of the City Payroll. They maintain 6,000+ active and 20,000 inactive employee personnel files.

## DIVISIONS / CORE SERVICES:

- Hire a qualified and competent workforce
- Retain the workforce by providing competitive wages and accurate and timely payments
- Develop personnel policy and provide interpretive guidance on Civil Service Rules and City procedures
- Maintain personnel records and HR databases, and provide support in the use of the HRIS systems

## Supervisory Academy



## ACHIEVEMENTS FY05

The Human Resources Department had an eventful year. Technology, Compensation and Training were at the forefront in 2005.

- *It's about collaboration:* HR worked with all City departments in more fully utilizing and upgrading our PeopleSoft and KRONOS computer assets. HR provided quarterly training to payroll clerks and supervisors to keep them abreast of all innovations and processes.
- *It's about cooperation:* We now provide weekly e-mails of job opportunities and application forms to over 5,000 subscribers. Additionally, the Sigma applicant tracking system was upgraded from DOS to Windows.
- *It's about teamwork:* HR met with all departments to discuss job descriptions and recruitment needs for each department with an eye towards implementing a comprehensive classification and compensation study in the next year.
- *It's all about collaboration:* A Citywide training needs analysis survey was conducted to assess training needs. A special weeklong supervisor-training academy was developed for Clerical Supervisors.